

**UNCONFIRMED MINUTES OF THE 134TH BOARD MEETING
WEDNESDAY 16 JUNE 2021 AT HOLLY WALK, LEAMINGTON SPA**

Present: Dr Ann Limb CBE DL (AL) (Chair)
Anna East (AE)
Jon Carlton (JC)
Justin McCracken (JM)
Gerry McCormack (GM)
Christopher Welford (Chief Executive)

In attendance: Alison Bennett (Deputy Chief Executive)
Jess O'Brien (Communications Manager)
Darren Greedy (DG) (HMRC)
Chris Conlan (CC) (HMRC)

Apologies: Wing Edmundson (WE) (HMRC)

Board secretary: Helen Maccallum (HM)

Due to Coronavirus Covid-19 the Board meeting was held virtually by video conference.

1. Introduction

1.1. The Chair welcomed everyone to the 134th Board meeting. DG was attending in WE's absence and CC was attending his first meeting.

2. Apologies

2.1. Apologies were received from WE.

3. Declaration of Interests

3.1. The Chair reminded Board Members that if a topic was discussed during the meeting in which they had an interest, that this should be declared.

4. Minutes of last meeting

4.1. The minutes of the 133rd meeting held on 17 March 2021 were approved as being an accurate record. The Chair asked that her electronic signature is placed on the document.

4.2. **Action:** The Board Secretary to insert the Chair's electronic signature on the 133rd Board minutes.

5. Action points

5.1. The Board noted the work that had been completed to deliver the previous action points.

5.2. Addendum Item for Board

6. HMRC Update

6.1. Addendum Item for Board

7. Audit Committee

7.1. GM provided an update on the issues discussed at the Audit Committee:

- 2020/2021 External Audit report;
- 2020/2021 Annual Accounts;
- Management Assurance;
- Risk Management Update;
- Information Technology Assurance;
- Audit Committee Self-Assessment Annual Report;
- Reports on the following QA reviews:
 - A review of Corporate Governance Framework which gave a **FULL ASSURANCE** opinion;
 - A review of Registrations which gave a **SUBSTANTIAL** level opinion; and
- Hospitality and Senior Staff Travel registers for the last quarter.

8. Human Resources and Remuneration Committee

8.1. AE informed the Board that the Human Resources and Remuneration Committee discussed:

- Human Resources (HR) – including:
 - Staffing issues;
 - Sickness levels;
 - Approving the plan for Staff returning to work in the office;
 - Mental Fitness and Wellbeing Action Plan;
 - Thriving at Work Standards;
 - HR&R Committee Self-Assessment Annual Report; and
 - Approving the Recognition Group working party review recommendations.
- Health and Safety (H&S) – the annual report for the Office Risk Assessment and the Fire Risk Assessment were received by the Committee.

9. Addendum item for the Board

9.1. **Addendum item for the Board.**

10. Enrolment and Revocations

10.1. The DCEO introduced this paper which reported four Environmental Body (EB) enrolments during the period 1 March to 31 May 2021.

10.2. The Board formally noted the enrolments and ratified the list of voluntary revocations for the period 1 March to 31 May 2021.

10.3. **Addendum item for the Board**

11. 2020/2021 Annual Accounts – ENTRUST Ltd

11.1. The Audit Committee recommended that the annual accounts for the dormant company were accepted by the Board for signing. The Board accepted this recommendation and the accounts were signed.

12. 2020/2021 Annual Accounts – ENTRUST

- 12.1. The Board had received the Letter of Representation, the annual accounts for ENTRUST and audit report thereon and agreed to the recommendation to approve the accounts and present them at ENTRUST's Annual General Meeting (AGM).
- 12.2. **Action:** The accounts to be signed and the CEO to present to the 2020/2021 Annual Audited Accounts to the AGM.

13. 2020/2021 Annual Report

- 13.1. The Communications Manager (CM) introduced the paper and sought the Board's approval to publish the Annual Report. JO advised them that there would not be any printed copies of either the full Annual Report, or the summary version as both would be published on the ENTRUST website. The Board approved the publication of the documents.
- 13.2. **Action:** The CM to publish the full 2020/2021 Annual Report and summary version on the ENTRUST website.

14. ENTRUST Regulator Standards

- 14.1. The DCEO introduced this paper which is the annual assessment against the ENTRUST Regulator Standards (ERS). A summary of the highlights based on SMT's self-assessment will be published on the ENTRUST website. It was noted that due to the pandemic the Business Continuity Plan (BCP) has been in operation for the past year. The Board agreed that the report at Appendix B should be published on the website. It was also noted that as set out in the current Corporate Plan, the standards would be reviewed in year and updated as necessary before the next assessment.
- 14.2. **Action:** Publication of the ERS self assessment report

14.3. Addendum item for the Board.

15. Corporate Support

15.1. Addendum item for the Board.

16. Compliance

- 16.1. The DCEO introduced the paper. AB advised the Board that the Compliance Team is on course to deliver the compliance targets in Quarter 1 and that we will continue to closely monitor the satisfaction survey scores.
- 16.2. **Addendum item for the Board.**

17. Enforcement

- 17.1. The DCEO introduced the paper which showed the work carried out by the Enforcement Team since the last Board meeting.
- 17.2. **Addendum item for the Board.**

18. Regulations and Registrations

18.1. The Board noted the work that the Regulations and Registrations Team have carried out. It was noted that since the last Board meeting, a review of the project approval process had been completed. Furthermore the changes to the Value for Money (VfM) questionnaire went live on ENTRUST Online (EOL) in April as planned and that most of the Form 9s have been returned. Finally, the Board was advised that the transitional period for formerly Accredited EBs had ended and ENTRUST were now approving all project applications.

19. Communications

19.1. The CM outlined the main points covered in the paper and drew the Board’s attention to the EB Satisfaction Survey, which was launched in May 2021. To date 135 responses have been received. In line with the business cycle, a full paper of the findings will be submitted to the September 2021 Board meeting.

20. Any other Business

20.1. The Chair suggested that it would be appropriate to hold the September 2021 Board meeting in Leamington Spa, but recognised that this could change to a virtual meeting if required. It was agreed to keep the Zoom booking for the December 2021 meeting until nearer the time.

20.2. It was noted that the Top Ten Chairs meeting is due in quarter 3 and it was planned that this should be held on the December 2021 Board day.

20.3. The Board Secretary was also requested to circulate a list of the 2022 Board meetings dates for agreement by the Board.

20.4. **Action:** Board Secretary to email the Board Members with the proposed dates for the 2022 Board dates.

20.5. The Chair on behalf of the Company, Staff and Board formally thanked AE and JM for their work on the ENTRUST Board and wished them well in the future.

20.6. The Board noted the information papers.

21. Date of next meeting

21.1. The next Board meeting will be held on 14 September 2021 at 60 Holly Walk, Leamington Spa.

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CHAIR’S SIGNATURE

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DATE: